

Instructions for completing the
PENNSYLVANIA WING RADIO STATION LICENSE APPLICATION (PAWG Form 11)

Listed below are the instructions for completing the Pennsylvania Wing Form 11. This form must be typed or printed extremely neatly. If anything is not legible, the application will be returned unprocessed and a new form will need to be completed. The completed form must be submitted by the UNIT COMMUNICATIONS OFFICER to the GROUP COMMUNICATIONS OFFICER who will then submit it to the PAWG Licensing Officer. This form must remain intact (all 3 copies) through processing. After being processed by the PAWG Licensing Officer, the copies will be distributed to the proper levels.

In order to be eligible for a radio station license, the individual must hold an ADVANCED or higher RADIO OPERATOR AUTHORIZATION card (CAP Form 76). Having a CAP radio station is a privilege, not a right. In order to retain this privilege when it is received, it is the explicit responsibility of the license holder to make sure that all rules and regulations are followed (CAP Regulation 100-1) especially the use of proper radio procedures each and every time you push the microphone button, and that the station is used for CAP business only. Official MONITORING stations have been designated throughout the Wing that will be listening for improper radio procedures and unofficial use and will file a CAP Form 33 (Radio Discrepancy Notice) which could lead to the revocation of your radio license.

If you have any questions or difficulties completing this form, it is the responsibility of your unit communications officer to see that your questions are answered and that your requests are processed in a timely manner.

SECTION-1 INDIVIDUAL INFORMATION

Type of Application - choose only 1

- New Station if this is a license for a station that is currently not licensed.
- Renewal if this is a renewal application for an expiring license.
- Modification if you are:
 - adding a frequency capability and/or new radio,
 - have moved and are changing your address AND coordinates
 - if you are doing anything that changes any part of the information on your original application.

Class of Station - choose as many as apply

- Fixed is for operation at your residence
- Mobile if you will be operating your radio any place but your residence
- HT if this license is for a handheld transceiver (see NOTE immediately under SECTION-3)
- Air if you are a pilot or observer and will be using your radio while in the aircraft

Type of Station - choose only 1

- Voice if you only plan on using this equipment for voice communications
- Digital if you only plan on using this equipment for packet communications
- Voice/Digital if you plan on using this equipment for both voice and packet

Local Repeater/Node Callsign - this MUST be completed

- Repeater - If you are using voice communications, you need to fill in the callsign of the closest repeater to your residence.
- Node - If you are using packet communications, you need to fill in the callsign of the closest Node to your residence. This is especially important for message forwarding purposes.

Name - List your last name first, then your first name, then your middle initial, using the name as it appears on your membership card.

Rank - list your current rank as it appears on your membership card.

CAPSN - list your CAP serial number as it appears on your membership card.

Street, City, State, Zip+4 - list your complete mailing address.

SPECIAL NOTE: If you move, it is your responsibility to notify the PAWG Licensing Officer in writing of the new address and coordinates.

Coordinates, MSL - self-explanatory, must be as accurate as possible. (See special note above)

Unit Name, Charter Number - self-explanatory (see your unit communications officer if you don't know).

ROA# (Radio Operator Authorization) and **Wing** - You must hold an **ADVANCED LEVEL** ROA or higher in order to obtain a radio station license.

Home Phone - Your home telephone number including the area code.

Work Phone - Your work telephone number including the area code and extension number if applicable.

Pager/Car - If you have a pager, list the access telephone number for it followed by a P. If you have a cellular phone, list the telephone number for it followed by a C. If you have both, list one of them in the shaded area in section 7.

FCC License type - If you have an FCC license, list it's class here.

Amateur License class - If you have an amateur radio license, list the level .

Amateur Call - If you have an amateur radio license, list the your license/call number.

Fixed Station Transmitter Location - If you listed anything other than the physical location where you live (PO Box, RR, RD, General Delivery, etc.) you need to describe the physical location where the fixed radio station is going to be.

Mobile Station area of operation - If you are only applying for a Mobile/HT license, list the County where you will be using the radio most of the time.

SECTION-2 FREQUENCY SELECTION

Be very careful when completing this section. You need to know the exact frequencies that your equipment has the capabilities of transmitting on. Then, place an "X" in the box to the right of each frequency that you are requesting authorization to transmit on. Any frequency that has a star (*) beside it requires special authorization before permission will be granted to utilize these frequencies. Contact your Unit Communications Officer for further information if you need authorization on these frequencies.

Remember, if you are selecting VHF-FM frequencies, repeater access requires authorization on two (2) frequencies. The **PRIMARY** repeater pair requires you to transmit on 143.900 MHz and receive on 148.150 MHz. Simplex operation requires you to transmit and receive on 148.150 MHz. The **SECONDARY** repeater pair requires you to transmit on 143.750 MHz and receive on 148.125 MHz. Simplex operation requires you to transmit and receive on 148.125 MHz.

If and when you obtain additional frequency capabilities, an Application requesting Modification must be submitted.

SECTION-3 EQUIPMENT INFORMATION

NOTE: HT (handheld transceivers) equipment requires a separate application for each unit. No HT equipment can be listed on the same application as fixed/mobile equipment. Each HT unit will be assigned a tactical call of its own.

List each transceiver you have by providing the make and model, serial number and owner of each unit. For owner, list either CAP or MEMBER. For each unit that is CAP owned, you must submit a copy of the properly completed CAP Form 37 (CAP property assignment form).

SPECIAL NOTE: It is required that every time you purchase or are assigned another transceiver, it is your (the licensee) responsibility to submit a license modification, selecting the frequency capabilities of the new piece of equipment and describing it in this section. It is also required that each and every time you SELL/GIVE/THROW AWAY a piece of equipment or TRANSFER a piece of equipment to someone else, a MEMORANDUM must be submitted to the PAWG LICENSING OFFICER describing the transaction/transfer so the license information remains current. Failure to provide this information can result your license privilege being revoked.

Is all the equipment listed capable of meeting CAP/NTIA frequency tolerance standards by the year 2008? Answer yes or no. If any of your units do, place an asterisk (*) in the OWNER box beside each unit that does.

SAR Stations (transceivers that utilize the VHF-AIR Frequencies): Does the equipment meet the FCC/FAA type accepted/approved list? Answer yes or no.

SECTION-4 ANTENNA INFORMATION

Complete this information for each of your FIXED station antennas. If this application is for MOBILE only, then complete the information for your mobile antennas:

- TYPE - omnidirectional, directional (beam), dipole, coat-hanger, etc.
- MODEL - Ringo Ranger II, MaxRad, Hustlers, Cushman, Larson, Diamond, etc.
- GAIN - list the gain in decibels (i.e. 5db.)
- COAX MODEL - RG8, RG58, Hard line, etc.
- CABLE LENGTH - length of cable to nearest foot from antenna to transceiver

SECTION-5 FCC/FAA COORDINATION INFORMATION

- Antenna Height above ground - height to nearest foot from ground to top of antenna.
- Antenna Height above mount - height to nearest foot from top of mount to top of antenna
- Antenna Mounted on - self explanatory
- Tower Service Data - If you are using someone else's tower, list the call-sign of the Primary Service
- FAA Coordination Data - list the name of the nearest airport
- Designation of Nearest Runway - list runway number
- Distance to Center Line - center line of runway
- Callsign - list 3-digit identifier of nearest airport (i.e. UNV, IPT)
- Distance to Airport - in nautical miles
- Antenna Height Limit - if you have a antenna height restriction, what is it
- MSL of Airport

SECTION-6 APPLICANT SIGNATURE/UNIT AUTHORIZATION

Application must be signed and dated by applicant.

Application must also be signed and dated by either the Unit Communications Officer other authorized individual.

SECTION-7 PAWG LICENSING OFFICE USE ONLY

Self explanatory.